



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENTNUMBER : FINCN/03-024SDS

OPENING DATE : 06/02/03

CLOSING DATE : 07/02/03

POSITION : Database Program Specialist

SERIES AND GRADE : GS-0301-12 (FPL: GS-13)

NUMBER OF VACANCIES : One

SALARY RANGE : \$58,070 -\$75,492 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
Office of Investigative Support (OIV)

DUTY STATION : Vienna, Virginia

APPLICATIONS WILL BE ACCEPTED FROM : Present and former Federal employees with competitive status within the Washington DC commuting area.

SUMMARY OF DUTIES: This position is located in the Operations Section, Platform Team in the Office of Investigative Support (OIV). The employee serves as a senior specialist with primary responsibility for conducting activities related to the evaluation, acquisition, and analysis of FinCEN's commercial databases. Researches, identifies, and investigates database products or enhancements from various commercial, law enforcement, international and regulatory areas, as well as existing databases that FinCEN may desire to access. Analyzes program or technology changes, as well as the likely impact of new or proposed legislation or regulations that indicate exploration or new or modified databases utilized by FinCEN staff. Conducts usages and cost-benefit analyses of databases used by FinCEN, evaluates effectiveness and efficiency, and recommends continuance or discontinuance of the products. Compiles statistical and analytical reports, which give upper management the information necessary for decision-making purposes. Exercises certification as Contracting Officer Technical Representative (COTR). Serves as a key advisor (COTR) to procurement officials concerning the criteria for evaluating and selecting commercial databases and identifying sources. Gathers and provides the Office of Legal Counsel with relevant information for negotiating Memoranda of Understanding between FinCEN and other agencies for FinCEN to use those agencies' data for information sharing purposes.

SUMMARY OF QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

TIME-IN-GRADE REQUIREMENT: Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

- 1. Comprehensive knowledge of the manner in which FinCEN and its sharing agencies utilize Bank Secrecy Act (BSA) data and a variety of commercial databases to conduct research and analysis concerning money laundering.** (Applicants must indicate the extent of their experience and knowledge involving the use of commercial databases to detect money laundering and/or related activities.)
- 2. Demonstrated ability to coordinate complex program activities with diverse parties, such as program managers, representatives of other agencies, information technology specialists, legal staff, procurement staff, and commercial vendors.** (Applicants must indicate the nature of their experience in coordinating complex program activities.)
- 3. Ability to conduct analyses of complex program activities, including information technology, financial, and legal implications and evaluating alternatives, using such approaches as cost-benefit analyses.** (Applicants must indicate their experience in conducting such analyses.)
- 4. Ability to prepare a variety of written products concerning program operations, such as proposals, guidelines, analyses, product evaluations, memoranda of understanding, and procurement justifications.** (Applicants must describe their experience in developing such written products.)

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:

Background Investigation: This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

Drug Screening: The position which may be filled under this announcement has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

Other Information:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, **MUST** certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

No Relocation Expenses will be paid.

This position has promotion potential to the GS-13.

The Financial Crimes Enforcement Network (FinCEN) employees must include the OF 612 "Optional Application for Federal Employment" or resume, address the evaluation criteria on plain bond paper to receive full consideration, and submit a copy of their current performance appraisal.

All other applicants must submit a copy of their most recent performance appraisal, the OF 612 "Optional Application for Federal Employment" or resume, and address the evaluation criteria on plain bond paper to receive full consideration, and a copy of their most recent SF-50, Notification of Personnel Action.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on www.usajobs.opm.gov/OF612.htm .

Please download, complete and submit the following optional forms:

- SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at www.opm.gov/forms - then open Standard Forms and select SF181
- SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-256

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

SUBMIT APPLICATION MATERIALS TO:

Application materials must be mailed to:

**Financial Crimes Enforcement Network
Human Resources
Vacancy Announcement: FINCN/03-024SDS
P.O. Box 39
Vienna, VA 22183-0039**

For additional information, please call Wanda Haynes: (703) 905-3503. TDD (703) 905-3839.

NOTES: All application materials **must** be sent to the mailing address shown. All materials and the envelope **must** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents cannot be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will become part of the vacancy announcement case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the CSRS. The office is located in a modern commercial building in Vienna, Va., close to Tyson's Centers, with free parking, shuttle service to and from the Dunn Loring Metro station, health unit, and a fitness center (employees pay fitness center fee). All employees are assigned individual state-of-the-art computers.

The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.